



## Powered Industrial Trucks/Material Handling Policy

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### 1.0 Policy/Procedure

Employees shall follow these guidelines:

- Do not operate equipment unless you have been trained or are receiving training from a qualified person.
- Operators of forklifts and other specialized vehicles shall be properly licensed for the equipment being operated. This license is in addition to a NC vehicle operator's license.
- All powered industrial trucks and material handling equipment shall receive a thorough inspection prior to operation. This should include fluid levels (oil, water, hydraulics), brakes, horns, tires (if so equipped), steering, all running lights, safety warning lights, fire extinguisher and any other components that are important for the safe operation of your machine.
- Defective or damaged items requiring maintenance or repair shall be reported to your supervisor for correction before the use or operation of the equipment.
- Operators should clear steps or ladders as much as possible of snow, ice, and mud before mounting or dismounting equipment. Use handholds or handrails, if they are provided, and follow the same method to exit as used when entering the cab. Never try to step out (forward) when dismounting.
- Never jump from the cab or any other part of the equipment.
- Operators shall use seat belts or other restraints where provided.
- Operators shall follow the start-up procedures and system test for the particular machine and shall ensure that it is operating properly before attempting any work. If, while operating the equipment, the operator detects any unsafe condition or defect in operation, he shall report it to his supervisor.
- Equipment shall be operated in a safe manner at all times, keeping the load under complete control. All manufacturers operating procedures and load ratings must be adhered to.
- Operators shall obey all speed and traffic regulations and other applicable equipment rules.
- Operators shall be especially cautious when operating while vision is limited.
- Pedestrians must be given the right of way.

- Operators shall not permit passengers to ride on equipment unless the equipment is designed with seats and seat belts to accommodate them and the passenger is needed to perform the relevant job.
- Refueling of all internal combustion engines shall be conducted in a well-ventilated area with the engine turned off.
- Smoking or open flames shall not be allowed in the refueling or battery recharging area.
- All equipment shall be secured in the proper manner at the end of the work shift. Forks, blades or buckets shall be lowered to ground level and master controls and levers placed in the proper positions. All brake systems must be set.
- The Risk Management Specialist, Department Director, or Supervisor will provide you with additional information on your particular machine. However, remember that your own good judgment as well as common sense are important in the safe operation of your equipment.